

-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE **Application Number** Application Date Comptroller General 10/4/77 238 State Capitol Application Number Date Received Date Completed Insurance Division - Room 236 Atlanta, Georgia NOV 1 0 1977 Telephone Number 2. Person to Contact Ralph W. Terry Assistant Chief Deputy, Ins. Commissioner - 656-2074 3. Action Requested a. 🔾 Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. ____, Check One: Change; Supercede; Void c. Amend Application No. _ 5. Recards Series Title Ifollowed by title used in office if different) 4. Dates of Series Earliest INSURANCE COMPANY DENIED CHARTER FILES 1900 to plate What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Comptroller General is responsible for regulating insurance companies and for administering insurance-related laws; supervising and licensing loan companies making loans up to \$2,500 or less; and enforcing the State's Fire Safety Laws and Mobile Homes Sales Regulations. The Insurance Division supervises insurance companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance-related laws. The Division also licenses agents and companies and investigates consumer complaints. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: disapproving applications from insurance companies to do business in Included are: Applications for Original Certificates of Authority (Form GID-2), Corporate Charters and Amendments, Company By-Laws and amendments, Powers of Attorney (Form GID-3) GID-4, Certificates of Compliance, Deposit and Valuation, and biographical data on each Company's officers and directors. (See Form GID-1). Also Correspondence between the Company and the Insurance Commissioner's office. Files are arranged alphabetically by name of Insurance Company File is arranged: 8. Monthly Reference Rate How often are records referred to which are: _; Seven to twelve months old ____; Thirteen to twenty-four months old ____ One to six months old ___ twenty-five months and older_ 9. Annual Rate of Accumulation of Records _____; Shelves _____; Other (specify) ____; Legal-size drawers

YES NO	10. Questionnaire	(Place an "X	" in the proper o	olumn)					
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			ential information	n requiring security handling? If yes, cite law or regula	ation.				
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- ^	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these								
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X				published? If yes_attach copy.					
Х	g. 4s the information of the state of the st		n this series ever	analyzed and/or recorded in a summarized report?	• •				
			eries in your offic	ce, or in another office or agency?					
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- Company					· · · · · · · · · · · · · · · · · · ·				
Recommend	ations in para-			State Records Committee (Signature)	Date				
raph 12 are approved. State Audit			tor/Designee	In A Lund	11-8-77				
(If disapprov of explanation	red, attach letter on.)	Of	State/Designee	Canill Hat	11-7-77				
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Change;
Supercede;
Void 5. Records Series Title (followed by title used in office; if different)
Charter and Correspondence (combined)
Insurance Company Applications denied Fire & Casualty Companies 4. Dates of Series Earliest Latest 1900 to plate and Life, Accident and Health Companies What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Comptroller General is responsible for regulating insurance companies and for administering insurance-related laws; supervising and licensing loan companies making loans up to \$2,500 or less; and enforcing the State's Fire Safety Laws and Mobile Homes Sales Regulations. The Insurance Division supervises insurance/companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance-related laws. The Division also licenses agents and companiés and investigates consumer complaints. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Licensing and regulating insurance companies Included are: Applications for Original Certificates of Authority (Form GID-2), Corporate Charters and Amendments, Company By-Laws and amendments, Powers of Attorney (Form GID-1) GID-4, Certificates of Compliance, Deposit and Valuation, and biographical data on each Company's officers and directors (See Form GID-1). Also Correspondence between the Company and the Insurance Commissioner's office. Files are arranged alphabetically by name of Insurance Company File is arranged: 8. Monthly Reference Rate How often are records referred to which are: ___; Thirteen to twenty-four months old _____ One to six months old _ .: Seven to twelve months old _ twenty-five months and older. RARELY Annual Rate of Accumulation of Records Letter-size drawers _ __; Other (specify) . .; Legal-size drawers .; Shelves ___

(Over)

YES NO	10. Questionnaire	(Place an "X	(" in the prope. co	oluma)			
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	If not, where is		ential information	requiring security handling? If yes, cite law or regula			
<u> </u>	or Does rus seuses	CONTRACT CONTROL	antial information	requiring security handlings in yes, cite law or regula	non.		
X	c. is this a vital re						
X.		this series have historical or long term research value? n one or two documents in the file make it necessary to keep the entire file for a long period, could these					
	documents be			necessary to keep the entire file for a long period, coul	a these		
X	Y			published? . If yes, attach copy.			
х	g. Is the informat	ion contained i	in this series ever a	inalyzed and/or recorded in a summarized report?			
	If yes, attach c						
х	If yes, where?	cation of this s	aries in your offic	e, or in another office or agency?			
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X	i. Does the record		n a computer print	~ 			
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	itute of limitation		years.	·	years.		
c. Fe	deral law		years.		years.		
	· :		- v •				
Attac	n copy or excerpt of l	aws or regulation	ons. Explain admir	nistrative need.			
If co	nnany applies	for admiss	ion within th	e 2 year period the file would be need	ed for		
	nation				led 101		
	Com	panies usu	ially apply w	eithin lyear to 2 years.			
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7	/ //			State Records Committee (Signature)	Date		
	ndations in para-						
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If disapproved, attach letter fexplanation.)		Secretary of State/Designes		(Variable late and	11-7-7-		
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